

USERRA PACKET CHECKLIST

ENTRY TO MILITARY DUTY

1. ___ SF 52 FOR ABSENT-US

PART A #1, 3, 4, SIGNED BY TECHNICIAN (PART A, #5), AND GROUP COMMANDER (PART A, #6),

Standard Form 52
Rev. 7/91
U.S. Office of Personnel Management
FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

| PART A - Requesting Office (Also complete Part B, Items 1, 7-22, 32, 33, 36, and 39.) | |
|---|--|
| 1. Actions Requested ABSENT-US (STATE DATE TO END DATE) | 2. Request Number |
| 3. For Additional Information Call (Name and Telephone Number) SUPERVISOR'S INFORMATION | 4. Proposed Effective Date DATE |
| 5. Action Requested By (Typed Name, Title, Signature, and Request Date) TECHNICIAN INFORMATION | 6. Action Authorized by (Typed Name, Title, Signature, and Concurrence Date) GROUP COMMANDER'S SIGNATURE DATE SIGN |

PART B #1-4, [5-A 473], [5-B ABSENT-US], [5-C Q3K], [5-D 5 CFR part 353], #7-14 #23-39 (INFORMATION CAN BE RETRIEVED FROM CURRENT APPOINTMENT SF 50 – CHECK WITH SUPERVISOR FOR MYBIZ+ ACCESS)

| PART B - For Preparation of SF 50 (Use only codes in FPM Supplement 292-33, Subch. 3) | |
|---|---|
| 1. Name (Last, First, Middle) FOUND IN SF 50 | 2. Social Security Number FOUND IN SF 50 |
| FIRST ACTION | |
| 5-A. Code 473 | 5-B. Nature of Action ABSENT-US |
| 5-C. Code Q3K | 5-D. Legal Authority 5 CFR part 353 |
| 5-E. Code | 5-F. Legal Authority |
| 7. FROM: Position Title and Number FOUND IN SF 50 | |
| 8. Pay Plan 9. Occ. Code 10. Grade or Level 11. Step or Rate 12. Total Salary 13. Pay Basis | |

PART D – TECHNICIAN PROVIDE PURPOSE OF MILITARY ORDERS, PROVIDE START DATE AND PROJECTED END DATE,

| PART D - Remarks by Requesting Office | |
|--|--|
| (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement? If "YES", please state these facts on a separate sheet and attach to SF 52.) | |
| TECHNICIAN BEING PLACED ON MILITARY DUTY FROM _____ TO _____ FOR THE PURPOSE OF TITLE 10 USC _____ OR TITLE 32 USC _____ ORDERS# _____ DATE OF ORDERS _____ | |

2. ___ MILITARY ORDERS AND ALL AMENDMENTS OR MODIFICATIONS (IF APPLICABLE)

3. ___ USERRA ELECTION FORM

A. ___ ENSURE TO CHECK FEHB SELECTION

B. ___ PREMIUM CONVERSION WAIVER FORM (IF APPLICABLE)

C. ___ FEGLI NOTIFICATION ELECTION FORM

D. ___ TSP 41 (IF TECHNICIAN HAS A TSP LOAN)

E. ___ INITIAL ALL SELECTIONS THAT APPLY TO INDIVIDUAL

4. ___ TIME AND ATTENDANCE – PROVIDED BY SUPERVISOR, TIMEKEEPER

RETURNING TO TECHNICIAN STATUS

1. ___ SF 52 FOR RTD

SIGNED BY SUPERVISOR (PART A, #5), AND GROUP COMMANDER (PART A, #6)

PART B #1-4, [5-A 292], [5-B RETURN TO DUTY], #15-22, #23-39 (INFORMATION CAN BE RETRIEVED FROM CURRENT APPOINTMENT SF 50 – CHECK WITH SUPERVISOR FOR MYBIZ+ ACCESS)

2. ___ USERRA ELECTION FORM FOR RETURN TO DUTY

A. ___ DD 214 OR AMENDMENTS/MODIFICATIONS

A. ___ TSP RETRO FORM (TECHNICIANS TO PROVIDE **LES** FROM MILITARY DEPLOYMENT)

B. ___ TSP -41 (IF TECHNICIAN HAS A TSP LOAN)